

01/09/2023

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The weekly meeting of IOAC is held today to discuss the following agenda.

1. Discussion on pending works
2. Planning for the next two months
3. Arrangement for the IPR Seminar
4. Any other matters

Members present

- | | |
|------------------------|------------------------------|
| 1. Swapnalee Kakaty | <u>SKakaty</u> |
| 2. Sweta Mahanta | <u>S</u> |
| 3. Robinjam Hazarika | <u>R</u> |
| 4. Arpita Sharma Datta | <u>A</u> |
| 5. Mithasanga Baruah | <u>M</u> 01/9/23 |
| 6. Parkej Hazarika | <u>P</u> 07/9/23 |
| 7. Sabyendra Hazarika | <u>S</u> → 01/9/23 (5.10 PM) |
| 8. Manish P. Hazarika | <u>M</u> 1/09/23 |

Minutes of the meeting -

- (i) Responsibility for the IPR Seminar was given to Manash Pratim Hazarika.
- (ii) The meeting reviewed the various outreach programs carried out in the adopted village by various department. The departments were informed to submit a report along with Geotag photographs to IQAC.
- (iii) The meeting reviewed the progress of the feedback form.
- (iv) Dr. Manash Pratim Hazarika was given the responsibility as a Resource Person to carry out a programme on how to make video tutorial class.

Slakar



Action Taken :

1. Dr. Manash Pratim Hazarika has taken the responsibility as assigned in the meeting to communicate with the Resource Person.
2. The reports of the outreach programme

conducted by various Depts were not submitted as asked by the IBAC

3. The feedback form was prepared for the stakeholders.
 4. Dr Manash Pratim Hazarika conducted a hands-on training programme on "How to make Video Tutorial class?"
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